



NLTG

NORTH LANCS TRAINING GROUP

PROSPECTUS



WELCOME TO NLTG

We are one of the largest training providers in the country and have been helping young people to start exciting careers and to achieve their ambitions for over 50 years.

Our Apprenticeships are available in a range of subjects and are for those with passion, drive and talent, who are keen to join the world of work. They offer the best of both worlds ... a real job where you will earn while you learn!

For those not ready for an Apprenticeship we offer a range of exciting pre-Apprenticeship programmes. This includes our 8 week Traineeships in the workplace, designed to support learners to make informed career choices and to quickly progress.

At our Accrington, Oldham and Bury centres, our pre-Apprenticeship programmes offer an exciting mix of work experience and classroom study. They are ideal for those who need a little extra support before joining the world of work or progressing to further study.

We pride ourselves on the quality of training and support we offer and look forward to welcoming you to NLTG ... and to the start of your career!

**EARN WHILE
YOU LEARN!**





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A graphic design featuring a large white circle with the number 1 and the text "INTRODUCTION TO NLG". The circle is surrounded by several smaller circular images of people in various settings, including a meeting, a classroom, and a woman smiling. The design is accented with teal dots and a teal arrow pointing upwards.

1
INTRODUCTION
TO NLG

THE NLTG EXPERIENCE



LIVE LOCAL, GO FAR!

NLTG Apprenticeships are available to study across the North West of England and Yorkshire. Our specialist Tutors deliver training to you at your place of work, on a one-to-one basis either face-to-face or virtually.



CAREERS ADVICE

Professional and impartial careers advice to help you choose the perfect career path and Apprenticeship.



INTERVIEW TIPS

After matching you to vacancies of interest, we provide interview tips and techniques to help you with real job interviews.



E-LEARNING MATERIALS

Our online platforms provide a range of information and resources to support you in your studies.



HEALTH & SAFETY

We take all necessary steps to ensure you're safe at work and covered by your employer's insurance.



SAFEGUARDING

Our safeguarding team is available to provide advice and pastoral support, and signpost you to specialist help when required.

TRAVEL SUPPORT

Depending upon your age and where you live, schemes may be available to help with your commute to work.

NUS TOTUM DISCOUNT CARD

As an NLG apprentice, you can apply for an NUS Totum Card which provides discounts in-store and online with your favourite brands, to help your hard-earned cash go a little further. Discounts are available at hundreds of stores and include discounts on travel, sport, music, technology, mobile and broadband, as well as fashion, beauty and going out. Totum membership costs just £14.99 for 12 months or £24.99 for 2 years and can save card holders around £525 per year!

There is also a digital only membership option, which is free and provides access to a smaller range of discounts.

For more information visit www.totum.com and www.totum.com/pricing

Just
£14.99
for 12
months



COMPANIES WE WORK WITH

Here are just a few of the companies we work with to provide Apprenticeships ...





A graphic design for 'NLTG PRE-APPRENTICESHIPS'. The central text is in a bold, sans-serif font, with 'NLTG' on the top line and 'PRE-APPRENTICESHIPS' on the bottom line. The text is centered within a large white circle. Surrounding this central circle are several smaller circular images: one showing two students talking, one showing a student smiling while looking at a laptop, and one showing two students smiling together. There are also several small yellow circles scattered around the design.

PRE-APPRENTICESHIP PROGRAMMES

For those not ready for an Apprenticeship, we offer the following exciting pre-Apprenticeship programmes.

TRAINEESHIPS IN THE WORKPLACE

If you're not quite ready for an Apprenticeship and have little or no work experience, we will offer you a Traineeship in the workplace. Your Traineeship offers a high-quality placement for 8 weeks, a weekly bursary of up to £80 and qualifications in Employability Skills plus Maths and English if you don't already have GCSEs at Grades 4 to 9. This will give you the chance to find out more about your chosen career path and provide you with the skills, confidence and experience you'll need to progress to an Apprenticeship, employment or further study.

PRE-APPRENTICESHIPS AT OUR ACCRINGTON, OLDHAM AND BURY CENTRES

Our in-centre programmes offer an exciting mix of work experience and classroom based study in small groups.

Delivered at our state-of-the-art centres in Accrington, Oldham and Bury, they are ideal if you're aged 16-18* and need a little extra support before joining the world of work or progressing to further study.

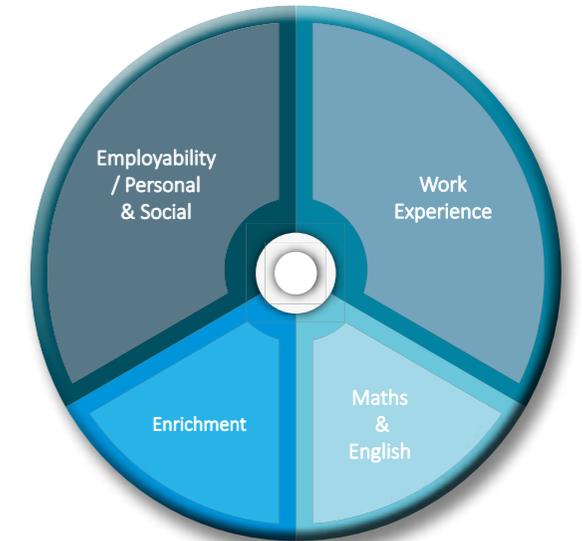
There are 2 exciting full-time routes to choose from



EMPLOYABILITY SKILLS - ROUTE 1

Employability skills are the knowledge, skills, attitudes and behaviours that are necessary for every job; to get work, stay in work and to do your job well. They are the key to workplace success. Our Employability Skills programme offers an innovative curriculum and a high-quality work experience opportunity, providing you with the best possible support to assist you in laying the foundations for the rest of your life.

- 34 week course with work experience from week 13.
- a weekly bursary.
- free breakfast and lunch.
- an Employability Skills qualification.
- Maths and English qualifications (if you don't already have GCSEs at Grades 4-9).
- regular reviews and support.
- expert information, advice and guidance.
- pastoral support.
- opportunities to progress to an Apprenticeship.
- parents/guardians will be entitled to child benefits.



HECTOR MUNYONGANI

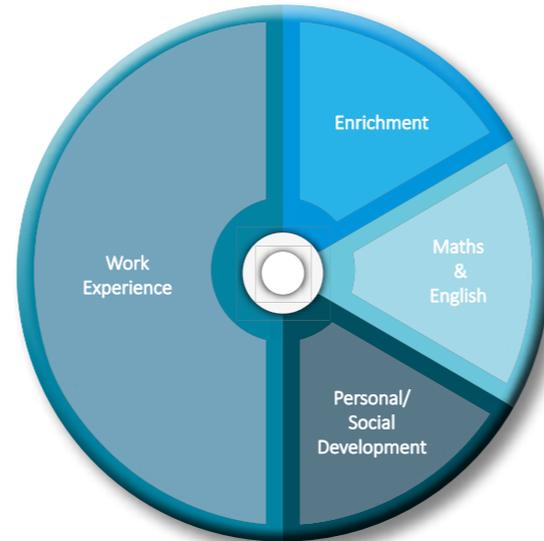
“ I enjoy everything about my Employability Skills course with NLTG, especially the fact that it is a path that can lead to success and a good career. The bursary also gives me more independence and I've made lots of friends since joining. ”

IN-CENTRE TRAINEESHIPS - ROUTE 2

Our In-Centre Traineeships are designed to give you the confidence to take that first step in your career and to becoming work ready. If you're unsure as to what you want to do for a job, or feel you would like to try out an industry before committing to an Apprenticeship, then this is the right route to get you started.

The programme offers a high-quality work experience opportunity to help you develop the skills and experience you need to progress to an Apprenticeship or employment.

- 24 week course with work experience from week 3.
- a weekly allowance.
- all work wear and personal protective equipment provided free.
- a reference from your work experience provider.
- maths and English qualifications (if you don't already have GCSEs at Grades 4-9).
- regular reviews and support.
- expert information, advice and guidance.
- pastoral support.
- opportunities to progress to an Apprenticeship.
- parents/guardians will be entitled to child benefits.



HANNAH SOUTHGATE

“ I can literally be doing anything; no day is the same, but I like to find a nice spot in the office and get on with my work for the day! My favourite thing about doing a Traineeship is that it has allowed me to learn so many things that I haven't done before whilst working in different departments. ”



What can these programmes lead to?

Apprenticeship

Employment

Further Education

HOW TO APPLY

The best way to apply is to call into, or contact, the centre closest to you – Accrington, Oldham or Bury. We will then arrange an informal chat with you and after you have been successful, we will sign you up to your programme. Call now and get started!

The Old Bakery,
Grange Lane,
Accrington,
BB5 2BU
☎ 01254 392 385

Medtia House,
34 Brunswick Street,
Oldham,
OL1 1BU
☎ 0161 537 1130

Suite No 3, Knowsley Place,
Knowsley Street,
Bury,
BL9 0EL
☎ 0161 264 1404



BUSINESS, DIGITAL & MARKETING

APPRENTICESHIPS WE OFFER:

- ◆ Business Administrator
- ◆ Digital Marketer
- ◆ Digital Support Technician

Every business needs skilled administrators and digital professionals to help them succeed, run smoothly and remain ahead of their competitors. One of the great things about these roles is the flexibility to work in many different environments.

→ BUSINESS ADMINISTRATOR

Business Administrators are motivated, flexible, organised and work independently or as part of a team, to develop, implement, maintain and improve administrative services. They support and engage with different parts of an organisation and interact with internal and external customers. Administrators develop a range of skills, including decision making, managing priorities, professionalism, responsibility and attention to detail, which open doors to careers in a variety of environments. These include: solicitors, recruiting and resourcing, schools, hospitals, accountants, doctors surgeries, councils, hotels, manufacturing industries and e-commerce.

If you're a problem solver, enjoy working with people, have a positive attitude and good communication skills, this is the role for you!

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Multiple choice knowledge test.
- Portfolio-based interview.
- Project or Process Improvement Presentation.

Progression

Further study or career progression to management or senior support roles.



Typical Job Roles

- Admin Assistant
- Office Administrator
- Business Support Administrator
- Personal Assistant
- Administration Support
- Reception Administrator
- Clerical Assistant
- Team Assistant



Typical Job Roles

- Marketing Assistant
- Digital Marketing Co-ordinator
- Digital Marketing Executive
- Campaign Executive
- Content Co-ordinator
- Email Marketing Assistant
- SEO Executive
- Analytics Executive

→ DIGITAL MARKETER

Digital marketing is a dynamic field and digital marketers are in demand, with employers wanting organised and analytically minded people to work in their marketing departments.

Digital Marketers are key in every industry and use a variety of digital methods and channels to promote products and services, and to communicate with customers. Their primary role is to define, design, build and implement digital campaigns across a variety of online and social media platforms.

A digital marketer will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign. They will work to marketing briefs and instructions and will normally report to a Digital Marketing Manager, a Marketing Manager or an IT Manager.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Summative Portfolio
- Synoptic Project
- Employer Reference
- Interview

Progression

Further study or career progression to management or senior support roles.

BRAND NEW MULTI-CHANNEL MARKETER APPRENTICESHIP COMING SOON!

→ DIGITAL SUPPORT TECHNICIAN

Digital Support Technicians work with a range of technologies, communication systems and software to improve business operations and support the delivery of business services.

Depending on the role, a Digital Support Technician may work with digital systems, tools, devices and resources that store or process data (eg office suites, email/survey tools, social media, smartphones, live/video chat and web conferencing). They may also work with 'collaborative technologies' which allow people and teams to work together and share information, regardless of where they may be.

This apprenticeship will allow you to specialise in one of the following two roles:

- *Digital Applications Technician*
- *Digital Service Technician*

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Knowledge test.
- Portfolio-based interview.
- Project/improvement presentation.

Progression

Further study or career progression to management or senior support roles.



Typical Job Roles

- Digital Service Adviser
- Digital Applications Specialist
- Data Administrator
- IT Operations Technician
- ICT Support Analyst
- Digital Support Professional



CUSTOMER SERVICE

APPRENTICESHIP WE OFFER:

- ◆ Customer Service Practitioner

Excellent service skills are important for hundreds of job roles in many different sectors. If you're a 'people person', have good communication skills, are positive, professional and a good listener, a career in customer service, could be for you!

→ CUSTOMER SERVICE PRACTITIONER

A Customer Service Practitioner works with a variety of customers to provide a high-quality service. This may be delivered face-to-face, by phone, email, social media or post. The role may involve dealing with processing sales, orders and payments, offering advice, guidance and support, meeting and greeting customers, fixing problems, arranging after care and service, or researching whether customers are satisfied with products or services.

Customer service skills are valuable to employers in a variety of sectors from travel, retail, finance, health care and childcare to engineering, business, hospitality and catering. With a range of different sectors comes a range of different customers, all of whom require a high quality service.

The standard of your delivery will influence the customer experience and their satisfaction with your organisation.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Apprentice showcase (demonstrating your knowledge and skills).
- Practical observation in your workplace.
- Professional discussion.

Progression

This Apprenticeship is an ideal stepping stone into specialist team leading, supervisory or first line management roles. It also allows progression to further training, such as a Team Leader/Supervisor or Business Administrator Apprenticeship.



Typical Job Roles

- Customer Experience Adviser
- Customer Service Officer
- Customer Support Specialist
- Sales & Customer Service Adviser
- Customer Service Representative
- Online Customer Service Adviser

FURNITURE, SEWING & UPHOLSTERY

APPRENTICESHIPS WE OFFER:

- ◆ Furniture Manufacturer
- ◆ Material Cutter
- ◆ Sewing Machinist
- ◆ Wood Product Manufacturing Operative

The furniture, furnishings and interiors industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and work places. It offers a vast array of careers for those with an eye for detail and a creative mind, including furniture design, making, finishing or restoration.

→ FURNITURE MANUFACTURER

Furniture Manufacturers must be dexterous, have a good work ethic and be able to demonstrate the ability to work individually and as part of a team.

They may specialise in, for example: manufacturing a range of different pieces of furniture; upholstering chairs and sofas using traditional and modern materials and fabrics; installing fitted furniture such as bespoke wardrobes and kitchens; restoring antique and modern furniture by using practical and scientific restoration techniques and using computer numerical control (CNC) machinery to cut, plane and sand all types of wood.

The Furniture Manufacturer Apprenticeship will allow you to specialise in one of the following 10 job roles:

General Furniture Manufacturer

You could work in independent shops producing custom made furniture, or factories making mass produced items. You will become a skilled craftsperson and may create high quality wooden components or furniture such as:

- domestic furniture for kitchens, bedrooms and living rooms and other items for the home.
- office desks, seating and tables for a range of working environments.
- furniture for public areas including hospitals, schools, hotels and airports.



Typical Job Roles

- General Furniture Manufacturer
- Modern Upholsterer
- Furniture Finisher
- Fitted Furniture Installer
- Furniture Restorer
- Wood Machinist
- Furniture CNC Specialist
- Bed Manufacturer

Modern Upholsterer

You will develop the skills to create comfortable and eye-catching furniture, products and items using traditional and modern techniques, materials and fabrics. Depending upon your job role, you may:

- construct new components ready for upholstery.
- prepare, repair or revive furniture ready for reupholstery.
- create loose covers, cushions, trimmings, padded items and finishings.

Furniture Finisher

If you're creative and have a good eye for colour, this could be your perfect job. Furniture finishers are highly skilled and use techniques such as pressure spray applications, hand polishing or machine applications to prepare and treat a variety of timbers and man-made boards. Depending on your job role, you could finish items such as tables, chairs, cabinets, sofas, chests of drawers, kitchen units and shop fittings, or work on fitted items such as staircases, wall panels and doors. You may also be involved in the creation of decorative effects or specialist furniture finishes.

Fitted Furniture Installer

You will work closely with customers on site, in their homes or businesses. Depending on your job role, you could be responsible for preparing and installing furniture including kitchens, bedrooms and bathrooms or preparing and installing office, shop or exhibition interiors.

Furniture Restorer

If you have an interest in furniture history, a desire to fix things, practical skills and an eye for detail, this may be your ideal job. Using practical and scientific restoration techniques, you will be involved in the preparation, repair and restoration of antique or modern furniture.

Modern Furniture Service Repairer

You will fix a variety of problems including damage to furniture, upholstery, mechanisms and fittings. You will need an eye for detail and a hands-on approach and may visit customers on their premises to inspect and assess items and carry out repairs.

Wood Machinist

You will have a keen eye for detail and create a variety of furniture components using a wide range of machinery. You could be working in a small workshop or a large factory, and will learn to set up, operate and maintain equipment and machines such as saws, planers, moulders, lathes, routers and CNC (computer numerical control) machines.

Furniture CNC Specialist

You will combine an interest in using computers and machines to produce furniture components. You could work in a small workshop or large factory, and will use CNC (computer numerical control) machines to cut, plane, shape and sand all types of wood and man-made wood components.

Bed Manufacturer

You will work in factory environments developing skills in mattress making, divan and headboard making, or a mixture of both. Depending on your job role, you could develop skills in: spring making, quilting, hand stitching, panel cutting, upholstery, frame and drawer making, and the production of ottoman or adjustable beds.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Portfolio of work.
- Two multiple choice tests.
- Observation in your workplace.

Progression

Depending upon your specialism and job role you could progress to one of the following higher level Apprenticeships:

- *Fitted Furniture Design Technician*
- *Bespoke Furniture Maker*
- *Advanced Upholsterer*
- *New Furniture Product Developer*
- *Advanced Furniture CNC Technician*

The screenshot shows the TG website's apprenticeship section. At the top, it says 'TG Helping people discover their future since 1969'. There are navigation menus for 'Adults 19+', 'Employers', and 'Help and Advice'. The main heading is 'renticeships' (part of 'Apprenticeships'). Below this, it asks 'Why choose an Apprenticeship?' and 'Find work, achieve your goals and build a better future'. A statistics section shows '4 million' jobs, '250,000' workplaces, and '£170' average salary. A list of apprenticeship roles is partially visible at the bottom.



Typical Job Roles

- Fabric Cutter
- Material Cutter
- Garment Cutter

→ MATERIAL CUTTER

Material cutters work in the production of textile items using a range of fabrics and materials such as canvas, cotton, leather, silk, vinyl and wool. As a material cutter you may work on bespoke or mass-produced items which may include handbags, shoes, clothing, tents, industrial textiles and home wear products.

Your role will involve the cutting of specified material components by hand or by machine using templates or measurements. In preparation for cutting, you will select the correct materials by following instructions, check materials for quality issues, and plan, measure and calculate material usage to ensure waste is minimised.

If you have an eye for detail and are able to distinguish between colours and patterns this could be the ideal career for you!

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Workplace observation and questioning.
- Interview underpinned by a portfolio of work.
- Multiple choice test.

Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.





Typical Job Roles

- Sewing Machine Operator

→ SEWING MACHINIST

Sewing machinists use their skills to create stitched items, from fashion accessories and medical textiles, to products such as leather goods and soft furnishings.

As a Sewing Machinist, your skills will be fundamental to production across the industry and you will need to work quickly, using specialist industrial machinery. You may be involved in processes such as lock stitching, blind hemming, overlocking, cover stitch, cup seaming or ruffling.

Your role will typically include:

- operating specialist industrial sewing machines.
- working with a variety of materials, threads and trimmings.
- using a variety of sewing production techniques.
- interpreting and following instruction and technical specifications.

If you have an eye for detail and are able to work quickly and accurately, this could be the ideal career for you!

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Workplace observation and questioning.
- Interview underpinned by a portfolio of work.
- Practical skills test.

Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.



→ WOOD PRODUCT MANUFACTURING OPERATIVE

Wood Product Manufacturing Operatives work in the manufacturing sector, producing wood products for the construction and furniture industries. It involves supplying products to the housing, commercial, public and building sectors. This means workplaces can range from small workshops to large state-of-the-art manufacturing facilities.

Your role will include producing high volume, engineered products from timber for both external and interior applications, such as roofing components, windows, doors, door-sets, staircases and other timber construction items.

As well as using traditional materials, you will use engineered and modified timbers, such as Accoya and Thermowood. You will cut, layout and assemble materials and, depending on the product, you may install fixtures and fittings, apply finishes and add glazing systems.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Workplace observation and questioning.
- Interview underpinned by a portfolio of work.
- Multiple choice test.

Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.



Typical Job Roles

- Machine Operative
- Production Operative
- Assembly Operator
- Manufacturing Operative
- CNC (Computer Numerically Controlled) Operative
- Finishing Operative/ Sprayer & Assembler



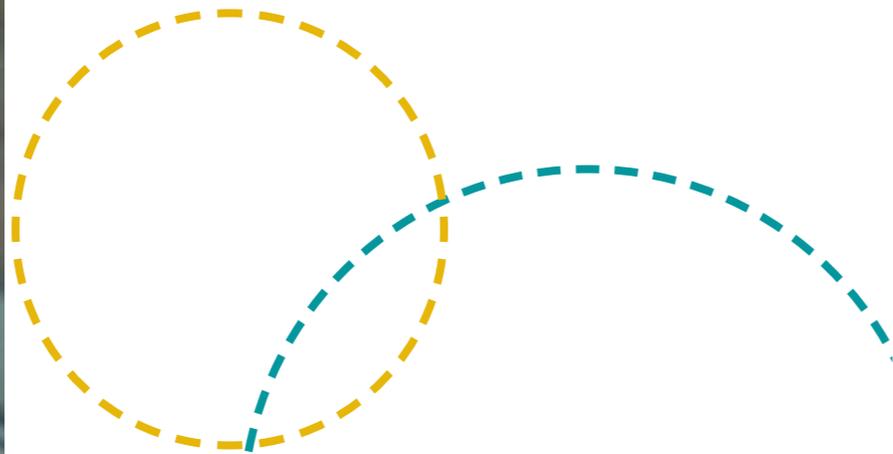


GLASS OCCUPATIONS

APPRENTICESHIPS WE OFFER:

- ◆ Fenestration Fabricator
- ◆ Fenestration Installer
- ◆ Glass Processing

Glass is all around us. It is a material which plays a vital role in our day to day lives, both for domestic and industrial purposes. Think about your house - the doors and windows. Now think about your local high street, supermarket, shopping centre, airport, city! This industry is perfect for a practical person with an eye for detail and accuracy.



→ FENESTRATION FABRICATOR

Fenestration Fabricators manufacture finished fenestration products such as windows, glazed doors, glazed screening, roof lanterns, roof lights, patent/slope glazing, secondary glazing and shop fronts. They usually specialise in a particular material (aluminium, timber, steel or uPVC) and a range of products.

Fabricators will cut and assemble fenestration profiles to form the finished product, and may add glass units and ancillary items (for example fixings/fastenings, handles, hinges, locks and louvers), along with weatherproofing such as gaskets, seals, membranes and sealants. Regardless of the product or material, fabrication involves working to a specification in line with quality standards, health and safety, and environmental considerations.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Multiple choice knowledge test.
- Interview underpinned by a portfolio of work.
- Workplace observation and questioning.

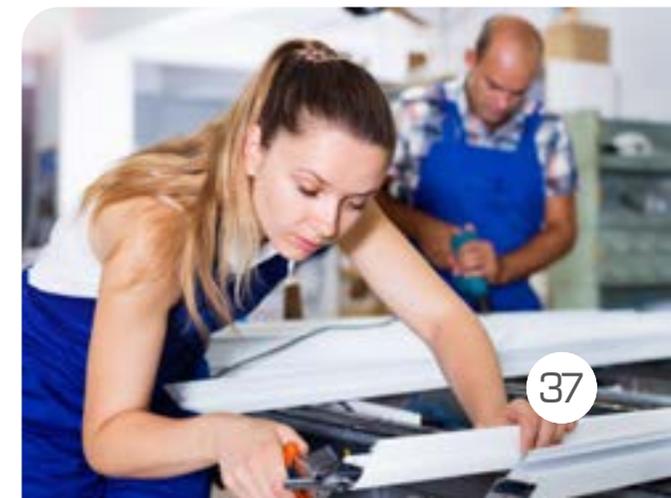
Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.

LEVEL 2
UP TO 18 MONTHS

Typical Job Roles

- Fabricator
- Aluminium/uPVC Fabricator
- Double Glazing Window Factory Fabricator
- Production Operative
- Windows/Doors Fabricator





Typical Job Roles

- Fenestration Installer
- Window & Door Installer
- Window Fitter
- Window Installer

→ FENESTRATION INSTALLER

The broad purpose of this occupation is the on-site installation of a wide range of replacement and new build fenestration products in a property or structure. This could include windows, doors, bi-fold doors and conservatories. Installers work with a broad range of materials (eg PVC-U, aluminium, steel, timber and composite) and a wide variety of building structures and building methods.

The work is usually conducted on-site with a combination of working on the exterior of a building as well as from inside the building, sometimes at height (no more than 18 metres to comply with legislation) and in varying weather conditions.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Multiple choice knowledge test.
- Interview underpinned by a portfolio of work.
- Workplace observation and questioning.

Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.

→ GLASS PROCESSING

Glass Processors produce products from glass and related materials.

Job roles are varied and can include: flat glass processors (manufacturing flat glass and glass related materials); craft or stain glass workers (involved in glass painting, staining, enamelling, leading or cutting); double glazing unit makers; glass design workers (decorating glass and producing original or copying existing designs on items such as mirrors and glass panels); or glass cutters (cutting glass and mirrors to specified shapes and sizes).

You may also be involved in using CNC (computer numerical control) machinery to shape, drill and grind glass, working from either computer designs or technical drawings.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Multiple choice knowledge test.
- Interview underpinned by a portfolio of work.
- Workplace observation and questioning.

Progression

Further study or progression to other career opportunities within the sector such as management or senior support roles.



ACHIEVE AN NVQ AND AN APPRENTICESHIP STANDARD ON COMPLETION!





HOSPITALITY & CATERING

APPRENTICESHIPS WE OFFER:

- ◆ Commis Chef
- ◆ Hospitality Team Member
- ◆ Production Chef

Careers in the catering and hospitality industry are exciting and varied. You may be working in settings such as restaurants, cafés, hotels, conference centres, bars, or with catering companies providing food and drink services for events and parties. If you're creative, passionate and dedicated, opportunities exist to progress quickly within the industry!

→ COMMIS CHEF

If you have a flare and passion for cooking, and the dedication to become an outstanding Head Chef, working as a Commis Chef is the first step on your career path.

As a Commis Chef you will be supervised by a more senior chef, learning how to prepare and carry out high end cooking to fine dining standards. You'll work in all sections of the kitchen on rotation, such as fish, pastry, sauces, vegetables and butchery, to help you decide which area you feel most inspired to specialise in.

You'll maintain high standards of hygiene, learn how to use a range of kitchen equipment, prepare and measure ingredients, and deal with deliveries and stock. The style of cooking you do, will be determined by the type of restaurant or hotel you are working in.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Culinary challenge.
- Multiple choice test.
- Professional discussion.

Progression

This Apprenticeship provides an ideal stepping stone to a supervisory or team leading role, or to higher level study, such as a Senior Production Chef or Hospitality Supervisor Apprenticeship.



Typical Job Roles

- Commis Chef
- Sous Chef
- Junior Chef





Typical Job Roles

- Waiter/waitress
- Receptionist
- Housekeeper
- Hospitality Service Assistant
- Food & Beverage Assistant
- Food Production

→ HOSPITALITY TEAM MEMBER

If you would like to explore your enthusiastic character and work in the service side of the industry, you may choose to go down the hospitality route. This sector offers a wide range of roles, including front of house, hospitality service and food production to help you start your career in the hospitality industry, and progress to supervisory or management positions.

The Hospitality Team Member Apprenticeship will allow you to specialise in one of the following 5 job roles.

Alcoholic Beverage Service

You'll learn about various alcoholic beverages, their characteristics and how to prepare, serve and store them. You'll also learn how to use specialist equipment for preparing and serving and will specialise in one of the following three areas: wine service, beer/cask ale, cocktails/mixology.

Food & Beverage Service

You'll provide a high level of service and be involved in activities such as: greeting customers, understanding and promoting menus, matching menu items with beverages, taking and processing orders, serving food and drink, and taking payments. You could be involved in table service, counter service, room service, conference or banqueting services.

Food Production

Using a variety of pre-packed and fresh ingredients, you'll develop basic food preparation, processing and cooking skills. You'll create dishes such as: bar snacks, sandwiches, toasted items, light bites and compile desserts. You'll maintain high standards of hygiene, food safety and storage, ensuring work areas and equipment are maintained and clean.

Housekeeping

You'll be responsible for cleaning and maintaining a range of public areas (such as receptions) and bedrooms, including the fixtures, fittings, floors and furniture. You'll learn the techniques, chemicals and agents required to ensure high standards are maintained, and identify and report any maintenance needs.

Reception

Providing outstanding customer service, you'll welcome customers and provide an efficient checking in and out service. You'll answer customer queries and take reservations face-to-face, on the telephone or on-line while maintaining high levels of confidentiality.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Business project.
- Multiple choice test.
- Practical observation in your workplace.
- Professional discussion.

Progression

This Apprenticeship provides an ideal stepping stone to a supervisory or team leading role, or to higher level study, such as a Hospitality Supervisor or Manager Apprenticeship.





Typical Job Roles

- Production Chef
- Junior Production Chef
- Assistant Production Chef
- Catering Assistant

→ PRODUCTION CHEF

As a production chef you'll work with a team of people. The type of foods you cook and produce will vary depending on where you work, which may be in a restaurant, hotel, care home, school, hospital, pub, café or fast food outlet.

You are likely to work with standardised recipes and menus, producing food often in high volumes. You will need to be highly organised, display energy, accuracy and attention to detail.

During your Apprenticeship you'll develop a range of skills and knowledge including: food preparation, assembly, cooking, regeneration and presentation; nutrition and key nutrient groups; industry regulations, legislation, health and safety; communication skills and customer service; business/commercial awareness, sustainability and working to protect the environment. You'll also develop your personal and professional skills and behaviours, learn to lead by example and to work safely and hygienically.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Practical observation in your workplace.
- Multiple choice test.
- Professional discussion.

Progression

This Apprenticeship provides an ideal stepping stone to a supervisory or team leading role, or to higher level study, such as a Senior Production Chef or Hospitality Supervisor Apprenticeship.



MANUFACTURING & WAREHOUSING

APPRENTICESHIPS WE OFFER:

- ◆ Lean Manufacturing Operative
- ◆ Supply Chain Warehouse Operative

Careers in manufacturing and warehouse are varied and exciting. If you're interested in improving business processes to eliminate waste, improve company efficiency, optimise processes and to cut expenses, then a career in lean manufacturing is for you!

Alternatively, if you're interested in logistics, and the efficient transportation, storage, import and export of goods, a career in supply chain warehousing is ideal.

→ LEAN MANUFACTURING OPERATIVE

Have you ever wondered how something was made? Take your phone for example, where do all the individual parts come from? They were all manufactured.

Almost everything we see and use on a day-to-day basis has been manufactured. This is where raw materials, such as metal and plastic, are transformed into finished goods on a large scale.

As a Lean Manufacturing Operative, you will contribute to, develop and support improvement in manufacturing operations using continuous improvement methods, kaizen tools, process visualisation, lean principles and problem solving tools and techniques.

You will be responsible for carrying out quality checks throughout manufacturing operations, to ensure quality is built in and that any defects or concerns are highlighted and dealt with in line with relevant quality standards.

You will also be responsible for the correct use of equipment and tooling; safe stopping and resetting of machinery; maintaining an organised work area; and ensuring the safe disposal of waste in line with environmental systems and regulatory requirements.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Observation with questions and answers.
- Professional discussion.

Progression

Further study or career progression to management or senior support roles.



Typical Job Roles

- Production Assembler
- Machine Operator
- Quality Controller
- Production Operative



Typical Job Roles

- Supply Chain Officer
- Warehouse Operative
- Logistics Officer
- Warehouse Associate

→ SUPPLY CHAIN WAREHOUSE OPERATIVE

Supply Chain Warehouse Operatives work in a variety of warehouse environments and communicate with a range of people and customers. Work activities include: taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading goods for dispatch and maintaining stock records and documentation.

As a Supply Chain Warehouse Operative, you will use a range of equipment, machinery and vehicles which may include mechanical racking systems, materials handling equipment (MHE) or forklift trucks. You will need to be flexible as the role will often require you to work shifts.

You'll be involved in organising the storage and distribution of goods to ensure the right products are delivered to the right location and on time, which may be within the UK, Europe or worldwide. You may be involved in organising the transportation of goods by air, sea, rail or road (including the selection of transport companies), stock control, and the processing, packaging and tracking of orders. Understanding IT systems and the whole supply chain will be important in helping you to coordinate the receipt, storage and movement of goods effectively.

Entry Requirements

You will take a Skills Scan to ensure your current maths and English are at the required level.

Assessment

- Knowledge and scenario based test.
- Practical assessment.

Progression

Further study or career progression to management or senior support roles.



WHAT OUR APPRENTICES SAY...

READ FULL CASE STUDIES



ALEC PRESTON

Commis Chef Level 2
“ My experience with NLTG as a whole has also been enjoyable! At times, my Apprenticeship has been a challenge, however, it has definitely been worth it. ”



CAITLIN LOUISE

Public Service Operational Delivery Officer Level 3
“ If you're considering an Apprenticeship, just do it! I have been given the opportunity to gain great work experience whilst being treated like an adult. ”

BEXI PARKIN

Customer Service Level 3
“ My Apprenticeship has pushed me out of my comfort zone and has helped me to progress in my job role. Overall, it was a positive experience, which I am proud to have completed. ”



LIAM BROOKS

Furniture Manufacturer Level 2
“ I'm thoroughly enjoying my experience so far. Not only am I learning new skills and making new friends, but I am also getting paid whilst working towards a qualification. ”



BEN PARKINSON

Digital Marketer Level 3
“ The thing I've enjoyed most about my Apprenticeship is learning new skills. I love learning so I've really got stuck into researching a wide range of topics in digital marketing. ”



PAIGE GOULDEN

Sewing Machinist Level 2
“ NLTG provide a great support system. They don't just come and see you for work, they also check how you're doing and are there for you around the clock. ”

APPRENTICESHIP FAQs

WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a further education programme in the form of a real job with training. You'll learn, gain valuable experience, study a qualification and earn all at the same time. You'll also develop a range of transferable skills which are highly valued by employers, such as communication, teamwork and problem solving.

HOW WILL I BE TRAINED?

You'll receive real-life training from experienced staff within your workplace, and have regular visits with your specialist NLTG Tutor, either face-to-face or virtually. Your Tutor will support and guide you throughout your Apprenticeship, making sure you develop the skills needed for your job role. As part of your Apprenticeship, you will need to complete a maths and/or English qualification at the appropriate level if you do not already have these qualifications. We will ask you to undertake a Skills Scan during the application process to find out your current skill level and the most appropriate programme for you.

AM I EMPLOYED WITH NLTG OR THE COMPANY?

You are an employee of the company you work for, the only difference is that you will be studying an Apprenticeship while you work. NLTG will be your training provider, not your employer. As an employee you'll have a contract of employment and the same rights as all other employees, including holiday leave.



WHAT WILL I EARN?

You will earn at least the national minimum wage for an apprentice. However, this is a minimum and most companies pay more or will increase your wage as you progress.

HOW LONG IS THE APPRENTICESHIP?

The length of an Apprenticeship will depend on the level and type of Apprenticeship you study. An NLTG Apprenticeship can last anywhere between 12 and 24 months.

WHAT PROGRESSION IS AVAILABLE?

Our Apprenticeships predominantly lead to full-time permanent jobs upon completion. Your employer will have spent time training and developing you over the course of your Apprenticeship, so it is in their interest to ensure you stay with their company after you complete your Apprenticeship. Once you have successfully completed your Apprenticeship, you may look to progress to the next level of Apprenticeship, or to alternative learning in your chosen career.

HOW TO APPLY



APPLICATION

Visit NLTG's website, create your personal account and complete a short registration form.



NLTG INTERVIEW

Our friendly recruitment team will contact you to discuss your application and the type of Apprenticeship you are interested in. If accepted by NLTG, we will make you a conditional offer and discuss job vacancies near you. You can visit the NLTG website vacancy page to view our vacancies, or you may wish to approach employers yourself to discuss any vacancies they may have.



EMPLOYER INTERVIEW

You will only start your Apprenticeship once you are employed. We will help prepare you for interviews with employers and provide you with tips, techniques, information and advice.



START YOUR NEW CAREER!

Once you have found your ideal job, you will be signed onto your Apprenticeship and start your training and new career!

APPLY ALL YEAR ROUND!

NLTG Apprenticeships are available all year round. Apply now and start your journey!

www.nltg.co.uk

How to apply...

Find out all you need to know about our candidate registration form, CV builder and what happens after you have applied.

Candidate Registration Form

Which of the following best describes you?

- Currently in Year 11
- Aged 16-18 and left school
- Aged 19+

Candidate Details



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 www.nltg.co.uk
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 @NLTGapprenticeships
 @north_lancs
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